

**U.S. DEPARTMENT OF STATE
PALESTINIAN AFFAIRS UNIT
Notice of Funding Opportunity**

Funding Opportunity Title: Opportunity Grants Program
Funding Opportunity Number: PAUPDFY22002
Deadline for Applications: Rolling until May 19, 2022 or exhaustion of available funds
CFDA Number: 19.021
Total Amount Available: \$75,000.00

A. PROGRAM DESCRIPTION

The Public Diplomacy Section of the Palestinian Affairs Unit (PAU-PD) announces an open competition for a grant through this Notice of Funding Opportunity (NOFO). The Opportunity Grants Program is designed to partner with Palestinian **non-profit** organizations and individuals to implement activities which advance the organization's or individual's goals and the PAU-PD mission: *to advance a comprehensive and lasting peace through a negotiated two-state solution to the Israeli-Palestinian conflict and the development of a vibrant, representative, and responsive Palestinian society, economy and system of governance **through substantive engagement with American people, institutions, ideas and ideals in order to improve American-Palestinian relations and create greater opportunities for mutually beneficial partnership and cooperation.***

Priority Region: Jerusalem, the West Bank and Gaza

Program Objectives:

Working primarily at the local level and using an evidence-based approach, all proposed projects must aim to **advance the PAU-PD mission goals stated above, contain a substantive American element, and achieve at least one of the following specific objectives:**

1. Foster entrepreneurship, critical thinking, or problem-solving skills among Palestinian youth, young professionals, and educators, particularly with disadvantaged populations.
2. Promote disability issues and rights, particularly in rural areas.
3. Improve mutual understanding between Palestinians and Americans through the arts, culture, or sports, particularly in terms of promoting resiliency and mental health, diversity and inclusion, environmental protection, and a strong civil society. Activities may include joint performances, exhibits, workshops, tournaments, trainings, and projects/works.

4. Support civil society organizations working on youth initiatives and civic participation, including to promote effective, nonviolent activism.
5. Provide students with skills and experiences needed to be more competitive for higher education and employment opportunities. May include soft skills, English skills, technology skills and other skills that will prepare them for success.
6. Support trade and economic growth through encouraging Palestinian businesses to adopt an outward orientation and integration into world supply chains.
7. Foster awareness and understanding of common/shared economic interests of Americans and Palestinians, encourage economic partnerships between Americans and Palestinians, and/or support the implementation of U.S. businesses practices within the Palestinian private sector, particularly inclusivity practices that encourage the participation of marginalized communities, youth, and women.
8. Address the gap between the skills of Palestinian university graduates and those necessary for graduates to compete in both the Palestinian and regional private sector, especially in high-tech markets, including by providing students and/or the workforce with education and vocational programs that will make them more competitive for employment opportunities.
9. Support gender advocacy, inclusivity, and empowerment, through training or awareness campaigns aimed at advancing gender parity and/or equity throughout society.
10. Promote exchange of expertise in health, social, and environmental sciences, particularly in support of marginalized communities, to equip local leaders and organizations with skills, networks, and knowledge to serve individuals and communities most at risk of not receiving support or social services.
11. Promote greater understanding of U.S. policy, culture, society, institutions, and best practices in industry and civil society.

B. FEDERAL AWARD INFORMATION

Length of performance period: up to 18 months

Number of awards anticipated: To be determined based on the number and amount of awards funded under this NOFO. No more than two proposals per organization will be considered.

Total available funding for organizations: no more than \$25,000.00 per award.

Total available funding for individuals: no more than \$5,000.00 per award.

Type of Funding: FY22 Smith-Mundt Act Public Diplomacy Funds

Anticipated program start date: Due to selection committee processes and timelines, projects funded under this program may not begin before March 16, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative Agreement (to be determined by the selection committee in coordination with successful applicants)

Program Performance Period: Proposed projects should be completed in 18 months or less, noting that at least the last 1 month of the period of performance -- after the end of the substantive project activity -- should be dedicated to short and medium term measurement and evaluation of project success to measure indicators and determine if leading goals and objectives have been met.

C. ELIGIBILITY INFORMATION

Eligible primary applicants for grant funding *must* be **not-for-profit** Palestinian organizations or individuals based in Jerusalem, the West Bank or Gaza.

Proposals must be submitted in English; proposals submitted in Arabic or other languages will not be considered.

Applicants wishing to submit proposals to the Palestinian Affairs Unit Public Diplomacy Section should send a proposal detailing:

- What they intend to do to achieve the goals and objectives outlined in this call for proposals.
- A budget narrative providing specific details on how the budget line-items will be used and what they will cover [applicants may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC*) which may be used indefinitely].
- A clear monitoring, measurement, and evaluation plan, stating specific and measurable indicators of success and the intended method for measuring achievement of those indicators; and
- A substantive American component which facilitates the exchange of information, ideas and/or experience between Americans and Palestinians.

Applicants should also complete the required application forms and budget templates for the proposed project, and may use the optional application and budget proposal templates if desired. Both required forms and optional template can be found [here](#). **Please submit all proposal documents via e-mail to JerusalemPDSG@state.gov**

*Modified total direct costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes

equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

1. Eligible Applicants

The following entities are eligible to apply:

- not-for-profit Palestinian organizations based in Jerusalem, the West Bank or Gaza;
- Palestinian individuals seeking a small travel grant or to implement a small-scale project with limited complexity.

2. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must obtain a unique entity identifier (UEI) and have a valid registration on www.SAM.gov, unless they meet the criteria for an exception. All individuals must have a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

1. Where To Find Application Package

The required application forms for this Notice of Funding Opportunity are available on the U.S. Embassy Jerusalem Palestinian Affairs Unit [webpage](#) and on grants.gov. Please note the **optional** templates (Project Proposal template; Detailed Budget Spreadsheet template; and Budget Narrative template) are also available on the [webpage](#). Applicants *may* choose to use these optional templates if they do not have their own standard proposal format.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity and contains clear and measurable indicators of success along with a clear plan for measuring and evaluating whether or not those indicators have been met. (See sections A, C and E).
- The proposal contains a clear budget and budget narrative detailing how the budget proposal supports the proposed activities and goals/objectives of the project
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered

I. Mandatory application forms (The following documents are **required** and available [here](#)):

- **SF-424 (Application for Federal Assistance) OR SF-424 (Application for Federal Assistance - Individual)** at grants.gov
- **SF424A (Budget Information for Non-Construction programs)** at grants.gov
- **SF424B (Assurances for Non-Construction programs) OR SF424B (Assurances for Non-Construction programs - Individual)** at grants.gov

II. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period (proposed start and end date), and brief purpose of the program.

III. Proposal: The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from any U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The “goals” describe what the program is intended to achieve. The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable. (Also see section A for the goals and objectives of this NOFO)
- **Program Activities:** Describe the program activities and how they will help achieve the goals and objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal and objective. Include a logic model as appropriate.

- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include approximate dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner? What measures will be used to determine whether indicators of success have been met? And how will the program be evaluated to make sure it is meeting its stated goals?
- **Future Funding or Sustainability** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

IV. Budget Justification Narrative: After filling out the SF-424A Budget (referenced above), use a separate sheet of paper to describe each of the budget expenses in detail. Please find on our [webpage](#) two sample templates (Detailed Budget Spreadsheet and Budget Narrative) that may be used to assist applicants in provision of budget information. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

V. Attachments:

- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management \(SAM\)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique entity identifier from SAM.gov (UEI)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a UEI and an NCAGE number (these can be completed simultaneously)

UEI application: Make a request to get your Unique Entity ID (UEI) in SAM.gov. Go to the SAM.gov homepage and select Get Started.

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCA%20GE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

4. Submission Dates and Times

Applications are accepted on rolling basis until May 19, 2022. The PAU-PD Opportunity Grants committee will meet to consider proposals two times during the 2022 fiscal year: late-February 2022 and mid-May 2022. Applicants will be notified of the result of the committee's decision regarding their proposal within one week of each committee meeting. Those applicants whose proposals were selected for funding by the committee may be asked for revisions to their initial proposal before funding amounts can be finalized and an award can be signed.

5. Funding Restrictions

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity
- Charitable or development activities

- Construction projects
- Projects that support specific religious activities or promote only one faith/religion
- Fund-raising campaigns
- Lobbying U.S. government for specific legislation or projects
- Projects intended primarily for the growth/institutional development/maintenance of the applicant organization or its partner organizations.

6. Other Submission Requirements

All application materials must be submitted **by email to JerusalemPDSG@state.gov including your organization's official registration. Please include "Opportunity Grant Program" in the subject line of the email.**

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage the grant funds and complexity of the proposed project. This includes a financial management system and a USD bank account.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated, and program approach is likely to provide maximum impact in achieving the proposed results. As stated above, the goals and objectives of the project must include the PAU-PD mission goals and at least one of the specific objectives outlined in Section A of this notice.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Measurement, monitoring and evaluation plan: Applicant demonstrates it is able to measure achievement of key indicators to evaluate program success and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

The PAU-PD Opportunity Grants committee will evaluate eligible proposals at the committee's earliest possible meeting after receipt of each proposal. The committee will meet two times in fiscal year 2022 to consider proposals: approximately late-February and mid-May 2022. Applicants will be notified of the result of the committee's decision regarding their proposal within one week of each committee meeting. Those applicants whose proposals were selected for funding by the committee may be asked for revisions to their initial proposal before funding amounts can be finalized and an award can be signed.

3. Federal Awardee Performance & Integrity Information System (FAPIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment

about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. **Anticipated Announcement and Federal Award Dates:** Between March 16 and September 30, 2022.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The award agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made by electronic funds transfer. Payment schedules will be determined by the Grants Officer and specified in the award document, according to the program's milestones.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:

<https://www.statebuy.state.gov/fa/pages/home.aspx>

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions; exceptions may be possible in some circumstances upon agreement with the Grant Officer.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Generally, grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address provided in the award. Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact:

JerusalemPDSG@state.gov with “FY22 Opportunity Grant Program” in the subject line.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.